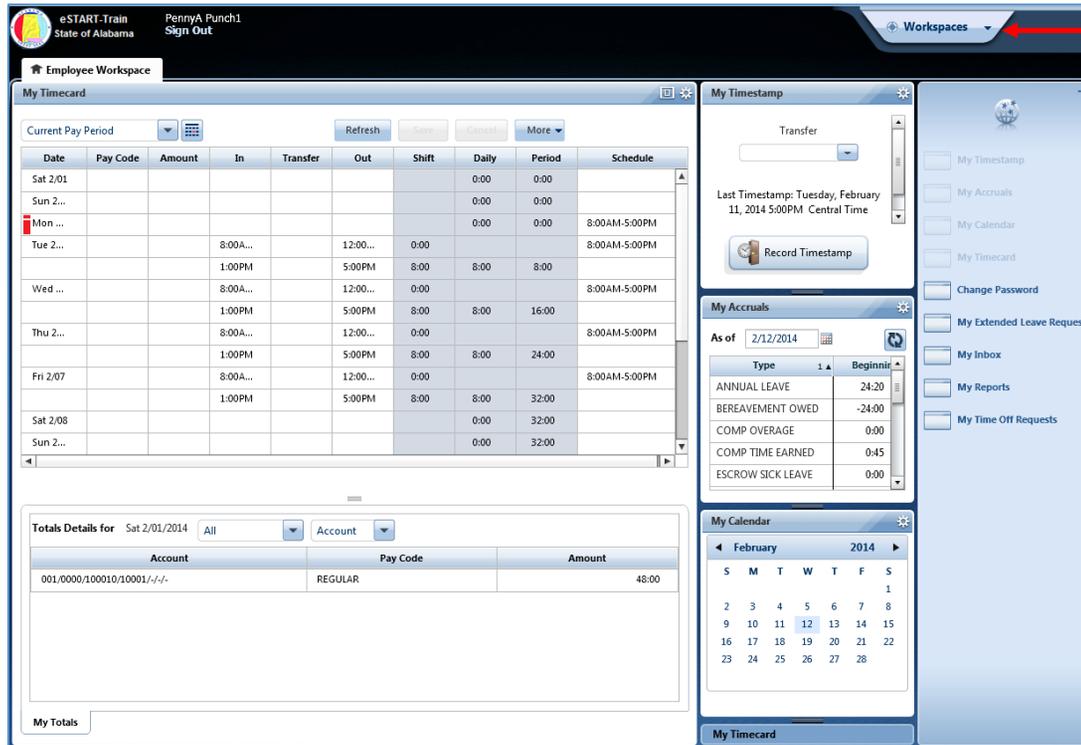


Employee Navigator Job Aid

Opening Widgets and Workspaces



Workspaces

My Timecard

Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period	Schedule
Sat 2/01							0:00	0:00	
Sun 2...							0:00	0:00	
Mon ...							0:00	0:00	8:00AM-5:00PM
Tue 2...			8:00A...		12:00...	0:00			8:00AM-5:00PM
			1:00PM		5:00PM	8:00	8:00	8:00	
Wed ...			8:00A...		12:00...	0:00			8:00AM-5:00PM
			1:00PM		5:00PM	8:00	8:00	16:00	
Thu 2...			8:00A...		12:00...	0:00			8:00AM-5:00PM
			1:00PM		5:00PM	8:00	8:00	24:00	
Fri 2/07			8:00A...		12:00...	0:00			8:00AM-5:00PM
			1:00PM		5:00PM	8:00	8:00	32:00	
Sat 2/08							0:00	32:00	
Sun 2...							0:00	32:00	

Totals Details for Sat 2/01/2014 All Account

Account	Pay Code	Amount
001/0000/100010/10001/-/-	REGULAR	48:00

My Timecard

My Timestamp

Transfer

Last Timestamp: Tuesday, February 11, 2014 5:00PM Central Time

Record Timestamp

My Accruals

As of 2/12/2014

Type	Beginni
ANNUAL LEAVE	24:20
BEREAVEMENT OWED	-24:00
COMP OVERTIME	0:00
COMP TIME EARNED	0:45
ESCROW SICK LEAVE	0:00

My Calendar

February 2014

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

My Timecard

Related Items

- My Timestamp
- My Accruals
- My Calendar
- My Timecard
- Change Password
- My Extended Leave Requests
- My Inbox
- My Reports
- My Time Off Requests

Carousel

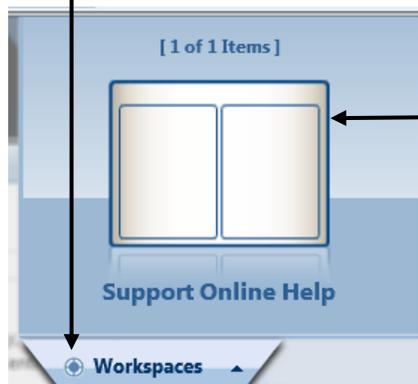
Related Items

Closing the Related Items Pane
Click the right arrow to close the Related Items pane. When closed, click the left arrow to open it.

Closing the Carousel
Click the Workspaces tab to close the carousel.

Additional Workspaces

Click an item in the carousel to open an additional workspace. To close that workspace later, hover over its tab and click the Close (X) button.



Active Widgets

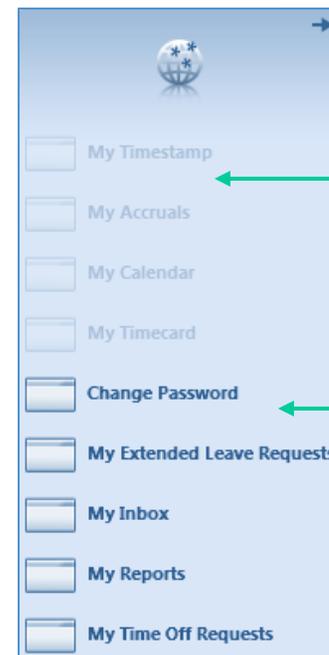
Widgets already in an open workspace display grayed out in widget list.

Activating a Widget

There are two ways to activate a widget in the Related Items pane.

To add it to the current workspace, drag it out of the pane and release it over a widget in the workspace.

To work with the widget in a separate workspace, click the widget while it is still in the pane. To close that workspace later, hover over its tab and click the Close (X) button.



- My Timestamp
- My Accruals
- My Calendar
- My Timecard
- Change Password
- My Extended Leave Requests
- My Inbox
- My Reports
- My Time Off Requests